

## CHAPTER 2

### INTELLIGENCE CAREER DEVELOPMENT PROGRAM (ICDP) ORGANIZATION

#### I. ORGANIZATION FOR IMPLEMENTING THE CIVILIAN ICDP

The general organizational structure for implementing the DoD-wide civilian ICDP consists of the following:

- A. The ASD(C3I) serves as principal assistant to the Secretary of Defense for overseeing, guiding, and coordinating all DoD component ICDPs (see chapter 1, paragraph VII.A.).
- B. The ASD(FM&P) provides overall guidance to ASD(C3I) with respect to the civilian ICDP (see chapter 1, paragraph VII.B.).
- C. The Director, DIA, serves as Functional Director for the civilian ICDP (see chapter 1, paragraph VII.C.).
- D. DoD Functional Chiefs (see II. below).
- E. The Civilian ICDP Planning Group (see III. below).
- F. The Senior Civilian ICDP Advisor (see IV. below).
- G. Local ICDP Advisors (see V. below).
- H. Civilian ICDP Board (see VI. below).
- I. Civilian ICDP Panels (see VII. below).
- J. Unified and Specified Commands (see VIII. below).
- K. Management (see IX. below).
- L. Civilian Personnel Officers (see X. below).

#### II. FUNCTIONAL CHIEFS

- A. To provide effective representation as well as effective career management of the civilian general intelligence communities within the Military Departments, the Service Functional (Intelligence) Chiefs will act as the Functional Chiefs for ICDP. The Functional Chiefs, in addition to representing and managing the careers of general civilian intelligence personnel, will be responsive to the Director, DIA, in his capacity as the Functional Director for the overall civilian ICDP.
- B. The following are designated as Functional Chiefs for implementing the civilian ICDP within their DoD components:
  - 1. Deputy Chief of Staff for Intelligence, Department of the Army.
  - 2. The Commander, Naval Intelligence Command, Department of the Navy.
  - 3. The Assistant Chief of Staff, Intelligence, Department of the Air Force.
  - 4. The Director of Intelligence, United States Marine Corps.
  - 5. The Chief of the Federal Research Division (FRD), Library of Congress (LOC), in conjunction with the Chief of the DoD ICDP Office.
  - 6. Directors of Defense Agencies and the Senior Intelligence Official at each Unified and Specified Command.
- C. Functional Chiefs in their respective Services will be responsible for:
  - 1. Providing the leadership, direction, coordination, and continuous evaluation of their Service's part of the civilian ICDP.
  - 2. Serving as the DoD component focal point with the Functional Director (Director, DIA).
  - 3. Appointing the Senior Civilian ICDP Advisor within their Service, who will serve as representative to the Civilian ICDP Planning Group (see III.&IV. below) and who may be designated as the Chairman of the component Civilian ICDP Board (see VI. below).

4. Providing appropriate organization to maintain the viability of the ICDP at all levels. As a minimum, by:
  - a. Establishing a Civilian ICDP Board for the DoD component (see VI. below).
  - b. Establishing such additional Panels at those locations where the number of personnel within the ICDP require them for efficient program operations (see VII. below).
  - c. Ensuring the appointment of Local ICDP Advisors at the organization levels where intelligence personnel are employed (see V. below).
5. Supporting and promulgating instructions for the DISCAS with respect to the referral of all personnel occupying delineated general intelligence positions.
6. Assuring coordination with the Civilian Personnel Officer of their Service on civilian personnel matters.
7. Assuring adequate resources are planned, programmed, and provided for to meet immediate and long-range requirements.

### III. THE **CIVILIAN ICDP** PLANNING GROUP

- A. The Civilian ICDP Planning Group shall consist of the Senior Civilian ICDP Advisors and appropriate civilian personnel representatives from the Military Departments, the DIA, and the FRD. The Functional Chiefs of each component may nominate alternate representatives as deemed necessary.
- B. The Chief, DoD Intelligence Career Development Program Office, DIA, will chair the Civilian ICDP Planning Group.
- C. The ICDP Planning Group will meet as required to exchange information, achieve coordination in planning for, and developing procedures for the accomplishment of the civilian general ICDP.

### IV. SENIOR CIVILIAN **ICDP** ADVISOR

- A. The Functional Chief will appoint a Senior Civilian ICDP Advisor to serve as the advisor to the Functional chief for the civilian ICDP within the component. The Senior Civilian ICDP Advisor should be a high level civilian knowledgeable of the available resources and criteria for employee development as well as the administrative requirements for funding and budgeting, training, and programmed objectives of management.
- B. The Senior Civilian ICDP Advisor will promote, monitor, and integrate the career program with the areas for which the component is responsible. This includes:
  1. Assisting the Functional Chief in implementing the ICDP at all levels.
  2. Ensuring full dissemination of information on the ICDP to all ICDP Advisors and servicing CPOs.
  3. Serving as the component's primary member on the Civilian ICDP Planning Group.
  4. Providing an advisory service to Board and/or Panels, Local ICDP Advisors, and all management levels.
  5. Evaluating the adequacy and effectiveness of the ICDP (in each career field) and advising the Functional Manager and Board of findings.
  6. Providing the Board and Panels with information on school quotas, criteria for admission, and any other pertinent data.
  7. Providing each Panel and/or Board with current data identifying the personnel and jobs included within the constituency of the Panel/Board.

8. Providing pertinent information as to qualifications, appraisals, and other data on candidates being screened for training, reassignment or promotion by the Board/Panels.
9. Reviewing the propriety of the actions proposed by the Board/Panels.

## V. LOCAL ICDP ADVISORS

A. The Senior Civilian ICDP Advisor will be assisted by such Local ICDP Advisors as maybe necessary for efficient operation of the program, Local ICDP Advisors will normally be located in field organizations and could also be:

1. A member of the organization's Board/Panel.
2. A Personnel Officer servicing the organization.
3. An Employee Development Officer servicing the organization.
4. A Training Committee representative or an individual responsible for human resources needs for the organization in which delineated civilian general intelligence personnel are employed.

B. The Local ICDP Advisor will assist the Senior Civilian ICDP Advisor at the local level and will be responsible for:

1. Ensuring full dissemination of information on the ICDP to all employees in the general intelligence career field within the organization.
2. Providing guidance to both supervisor/manager and employee regarding selection of the next career position(s).
3. providing guidance, when appropriate, to supervisors and management regarding the commitment of training funds. This may be accomplished at the time the supervisor and the employee are completing the Individual Plan, DD Form 1917. Local ICDP Advisors are responsible for ensuring that the training and education requirements are valid and consistent with chapter 1, paragraph XI.
4. Analyzing and determining the feasibility of each of the individual career development plans in relation to programmed objectives of management.
5. Providing advice about the nature of competition surrounding the employee's career plan, management needs, career patterns, specific qualifications requirements, and other factors affecting opportunities for achieving the specific career goal.
6. Furnishing information about available resources and criteria for career development as well as the administrative requirements for funding and budgeting for training.

## VI. CIVILIAN ICDP BOARD

A. Each Military Department and the Defense Intelligence Agency will establish, as a minimum, a Civilian ICDP Board consisting of the following voting members:

1. Senior Civilian ICDP Advisor.
2. Chairman of each Civilian ICDP Panel (if panels are needed or used) or senior representatives from each career field.
3. The Director of Equal Employment Opportunity or his/her designated representative.
4. The Federal Women's Program Coordinator or his/her designated representative.
5. A senior civilian personnel specialist/officer (may be one of the previously listed).
6. One military officer, 06 or above.

7. An *ad hoc* management representative to participate, as required, in the activities described in paragraph B.5. below.
- B. The component Civilian ICDP Board will report directly to the Functional Chief for the DoD component concerned and will:
1. Assure that the Panels (if needed or used) are adequately and effectively discharging their assigned responsibilities.
  2. Screen, for the approval of the Functional Chief of the component concerned, those personnel whose names will be submitted as general intelligence nominees for selection to the National War College, Industrial College of the Armed Forces, the Service War Colleges, and the Armed Forces Staff College. Screening criteria is outlined in chapter 6.
  3. Recommend to the Chief of the DoD component concerned nominees for selection to the Federal Executive Institute Resident Course, personnel for courses of a full semester or more at civilian colleges/universities, personnel for attendance at the Post Graduate Intelligence Program (MSSI), Defense Intelligence College, and for attendance at any career course designated as requiring Board consideration.
  4. Consider management requests for review of Panel actions and recommend resolutions to the Chief of the component concerned.
  5. Participate in the screening and/or selection of candidates on a DoD-wide basis for position vacancies at grades 15 and above in accordance with personnel policies and procedures established by the respective DoD component.

## VII. CIVILIAN ICDP PANELS

- A. When necessary because of large numbers of positions, separate Panels may be established in the following career areas which are defined in chapter 3.
1. Intelligence Career Area. When circumstances dictate, the Intelligence Career Area may be organized into appropriate Panels which address the career fields within the Intelligence Career Area. Representative groupings of these career fields are:
    - a. Intelligence Management
    - b. Military Capabilities and Estimates
    - c. Strategic Mobility
    - d. Military Geography
    - e. Collection
    - f. Imagery Interpretation
    - g. Production Support and Resources
  2. Scientific and Technical (S&T) Career Area. When circumstances dictate, the S&T Career Area may be organized into appropriate panels which address the career fields within the S&T Career Area. Representative groupings of those career fields are:
    - a. Biological Science
    - b. Engineering
    - c. Physical Science
    - d. Mathematics
  3. Intelligence Related Career Areas.

- B. Civilian ICDP panels will, if necessary, be established within the respective components in accordance with procedures established by those components and will:
  1. In conjunction with the Civilian Personnel Officer, participate in the development of educational, experience, and physical requirements for employment in each professional career level in each career field as requested by the component Senior Civilian ICDP Advisor.
  2. Screen and nominate to the Board personnel for the joint colleges, Service war colleges, and general intelligence career courses.
  3. Participate in the screening and/or selection of candidates to fill vacant positions on a DoD-wide basis at grade 13 and above. Managers, if they desire, may request panel action for any position at grade 12 and below.

## VIII. MANAGEMENT

Management at all levels will implement the general civilian ICDP within their organizational elements in accordance with the provisions in this Manual. The selecting official will:

- A. Cooperate with the servicing CPO to establish screening criteria for submission to the DoD ICDP Office.
- B. Carefully consider each eligible DoD employee on the referral listing who has indicated availability.
- C. Make such arrangements as appropriate for interviewing candidates.
- D. Make selection for promotions based upon merit and qualifications; make selections for reassignment based upon qualifications and appropriateness of the position to the career development of the selectee.
- E. Provide written explanation to the DoD ICDP Office for non-selection from the DISCAS referral listing.

## IX. CIVILIAN PERSONNEL OFFICERS

The Civilian Personnel Officers or their representatives, will provide guidance and assistance to the Local ICDP Advisors, Civilian ICDP Board/Panels, Management and employees in effective operation of the program in accordance with the Federal Personnel Manual (FPM), Civil Service regulations, and DoD/Service/Local regulations. Servicing Civilian Personnel Officers (CPOs) will:

- A. Assure that all employees who are eligible to participate in the ICDP (based on the Scope statement in chapter 1, paragraph V.) are registered in the DISCAS and that their records are kept complete and up-to-date. This will include employee qualification information, IDPs and any other required data. (see section A of this chapter).
- B. Coordinate with the selecting official and/or Career Panel to establish screening criteria and assure that lists of eligibles are requested from the DoD ICDP Office.
- C. Forward inquiries of availability to referred candidates or request that inquiries of availability be forwarded by the DoD ICDP Office.
- D. Assure that selections are made in accordance with this Manual and applicable Component and/or OPM regulations.
- E. Assure that candidates on lists of eligibles furnished by the DoD ICDP Office who are available but not selected are notified of the filling of a vacancy. (see chapter 5, Referral).

- F. Assure that every referral list is annotated and returned to DIA, ATTN: OT-1 (see chapter 5, Referral).
- G. Assure that advice and assistance in the use of the DISCAS is provided and that there is timely cooperation in the use of the system.
- H. Assure that written explanation is obtained from the selecting official for non-election from a required DISCAS referral listing.
- I. Perform such administrative duties as are normally assigned to personnel of-  
fices in appointing, reassigning or promoting the selected individual to the va-  
cant position in accordance with established procedures.

**X. DoD INTELLIGENCE CAREER DEVELOPMENT PROGRAM (ICDP) OFFICE**

- A. Code, enter, establish and maintain (update) the inventory records of employees re-  
quired to be registered in the DISCAS under the DoD-wide Civilian General In-  
telligence Career Development Program (ICDP).
- B. Receive from DoD components requests for referral lists.
- C. Review and coordinate requests for referral to ensure clarity, completeness of criteria,  
and compliance with established policies, directives and principles governing the  
intelligence career program. When coordination fails to achieve agreement, requests  
and associated rationale will be forwarded to the DoD Component Functional Chief  
for resolution.
- D. Forward inquiries to employees regarding their availability for specific position vacan-  
cies when requested by the DoD component.
- E. Furnish referral listings of DoD eligibles for specific vacancies.
- F. Periodically furnish copies of individual employee records for review by employees  
or servicing civilian personnel offices.
- G. Ensure the satisfactory operation of the automated aspects of the DISCAS.
- H. Maintain files and records for historical or management information purposes.
- I. Maintain liaison with DoD Component Functional Chiefs.

**XI. EMPLOYEES REGISTERED IN THE DISCAS**

- A. Complete their Employee Qualification Record and return it through their servic-  
ing CPO to DIA, ATTN: OT-1, Washington, DC 20340-5200.
- B. Review their Employee Qualification Record annually, as required by this Manual,  
for accuracy and currency.
- C. Notify their respective CPO and the DoD ICDP Office of any discrepancies in their  
records.
- D. Return statements of availability to the appropriate selecting activity within three  
workdays after receipt.
- E. Note that the security standards of the respective DoD components, although com-  
patible, are not the same; and that when transferring from one DoD component to  
another the employee must meet the security standards of the gaining component.